

CHAPTER 164. EVALUATE FAR PART 145 INSPECTION PROCEDURES MANUAL/REVISION

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3230/3371

B. Avionics: 5230/5371

3. OBJECTIVE. This chapter provides guidance for evaluating, accepting, and/or denying all FAR Part 145 repair/satellite stations' Inspection Procedures Manual submissions or revisions.

5. GENERAL.

A. Regulatory Requirements. Before issuing a certificate, a manual that includes the applicant's inspection procedures must be accepted by the Administrator. When a certificate holder revises an existing manual, these revisions must also be submitted to the FAA for acceptance prior to implementation. The process in both of these situations is the same.

B. Non-regulatory Items. There are some recommendations included in this handbook referenced from Advisory Circular (AC) 145-3, Guide for Developing and Evaluating Repair Station Inspection Procedures Manuals, as amended, that are not required by the regulations. They have been included to assist the inspector and certificate holder/applicant in developing a more complete description of the repair station's overall functions and responsibilities.

C. If this task is performed as part of an original certification, the entire manual will be submitted. If this task is performed as a revision, only that portion of the manual that is revised will be received.

D. To approve articles for return to service after a major repair, without using an FAA Form 337, Major Repair or Alteration, a domestic repair station must have procedures that ensure that the following are signed by an authorized repair station representative:

- A copy of the work order, showing the work accomplished
- The maintenance release form

NOTE: Both of these items may be on the same form, therefore requiring only one signature.

E. Work Performed For FAR Part 121/125 Operators.

(1) Repair stations that perform work for operators operating under a FAR Part 121 continuous airworthiness maintenance program must include a section on how FAR Part 121 Subpart L and the air carrier's manual are to be complied with, how the work is to be performed and that a current copy of the air carrier's manual will be provided.

(2) Repair stations that perform work for operators operating under a FAR Part 125 approved airplane inspection program must comply with the operator's approved inspection program.

F. In-Progress Maintenance. The repair station's manual must have procedures that include designating the individual responsible for briefing the arriving shift's supervisors and personnel of the exact status of in-progress maintenance. These procedures must also include accounting for the in-progress maintenance status in the operator's work packages.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of FAR Part 145
- Successful completion of Airworthiness Inspector's Indoctrination Course for General Aviation and Air Carrier Inspections, or previous equivalent
- Previous experience with FAR Part 145 operations

B. Coordination. This task may require coordination with other specialties, regions, or district offices.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References:

- FAR Parts 43, 65, 121, 125, and 135
- AC 145-3, Guide for Developing and Evaluating Repair Station Inspection Procedures Manuals, as amended
- Order 8300.10, Airworthiness Inspector's Handbook, Vol. 2, Chs. 162, 163, and 165

B. Forms. None.

C. Job Aids. None.

5. PROCEDURES.

A. Receive the Certificate Holder/Applicant's Submitted Manual/Revision. Ensure the following:

(1) That the submission includes at least two copies of the manual/revision

(2) That each page is signed by an authorized person from the applicant or air agency

B. Review the Certificate Holder/Applicant's Submitted Manual/Revision. Review the manual/revision to ensure that it meets the regulatory requirements of FAR Section 145.45. The manual/revision must include procedures for the following:

(1) *Incoming inspections.* Ensure that a system or method is included in the manual for the

following types of incoming article and/or material inspections:

(a) New items from the manufacturer, that checks for the following:

- Shipping damage
- Traceability of life limits, if applicable
- Identification and tagging of parts to manufacturer's invoice

(b) Overhauled or repaired parts from an approved agency, that checks for:

- Shipping damage
- Traceability of life limits, if applicable
- Traceability of overhaul record and/or maintenance release tag

(c) Items sent out for contracted maintenance functions, that checks for:

- Shipping damage
- Conformity to specifications (FAA and manufacturer's), to include the type of material and state of preservation

(d) Items of unknown origin, that checks for:

- Shipping damage
- Conformity to specifications, drawings, or dimensions (FAA and manufacturer's), to include type of material and state of preservation
- Airworthiness status including Airworthiness Directives and traceability of life limits, if applicable
- Functional tests, as applicable

(2) *Preliminary inspections.* Ensure that a system or method is included in the manual for preliminary inspections of articles to be repaired, that checks for:

- State of preservation
- Functional operation prior to disassembly, if applicable

- Traceability of life limits and/or time since overhaul, if applicable
- Identification and tagging of parts to manufacturers invoice

(3) *Hidden damage inspection.* Ensure that a system or method is included in the manual for inspection of damaged parts for hidden damage. Ensure that items are disassembled as necessary and inspected for hidden damage in adjacent areas.

(4) *In-progress inspections.* Ensure that a system or method is included in the manual for the inspection, testing, and/or calibration, during and after disassembly and at various stages while the work is in progress.

(5) *Final inspections.* Ensure that a system or method is included in the manual for the inspection, testing, and/or calibration of units at completion of work.

(6) *Inspection and in-progress work records.*

Ensure that a system of forms is included in the manual, for recording the results of all inspections and in-progress work, plus procedures for utilizing and retaining them, per FAR Section 145.61. Samples must be included.

(7) Procedures that designate the individual responsible for briefing the arriving shift's supervisors and personnel of the exact status of in-progress maintenance.

(8) Procedures and authorizations for approval for return to service, including a method to ensure, that when signing a maintenance release, the repair station number is included on the release. A sample of the major repair maintenance release statement should be included in the inspection procedures manual.

(9) *Additional manual material.* Ensure that any additional material included in the manual is not contrary to the regulations.

(10) *Manual revision control system.* Ensure that:

(a) For original certification, there is a list of effective pages in accordance with AC 145-3

(b) For a revision, that it is in accordance with the control system in the certificate holder's current manual

C. *Perform a Facilities Inspection, as Applicable.* If a revision includes a change to the facilities or equipment, the inspector must inspect those facilities (See Vol. 2, Ch. 165).

7. TASK OUTCOMES.

A. *File PTRS Data Sheet.*

B. Completion of this task will result in one of the following actions:

(1) Accepting the manual by doing the following:

(a) Placing "Accepted," with date, office identification, and signature of inspector on the list of effective pages

(b) Filing office copy of manual as follows:

- If an original manual, file a copy of the entire Inspection Procedures manual in the certificate holder/applicant's office file
- If a revision, remove affected pages, insert revised pages in current manual, and update the manual control system

(c) Returning the manual to the applicant with a letter, if applicable

(2) Rejecting the manual by doing the following:

(a) Returning all copies to the applicant with letter explaining discrepancies

(b) Explaining to applicant that the manual must be corrected and resubmitted in order to proceed with the certification or revision process

C. *Document Task.* File all supporting paperwork in the certificate holder/applicant's office file.

9. **FUTURE ACTIVITIES.** None.